



## MARYLAND CERTIFICATION

MARYLAND STATE DEPARTMENT OF EDUCATION  
Nancy S. Grasmick Building  
Division of Educator Effectiveness  
200 West Baltimore Street  
Baltimore MD 21201

Certification Branch Website: [www.mdcert.org](http://www.mdcert.org)

Maryland welcomes your interest regarding certification. Our state is committed to ensuring success for every learner in every school. Qualified, competent, and caring educators are vital to the accomplishment of this goal.

To expedite the certification process, please familiarize yourself with this content.

### WHO MUST HOLD A CERTIFICATE?

- Teachers, specialists, and administrators in Maryland public schools and in approved schools operated by state agencies.
- Certain nonpublic school personnel.

### WHAT MARYLAND CERTIFICATES ARE AVAILABLE?

- **Professional Eligibility Certificate (PEC):** Valid for 5 years; issued to an applicant who meets all certification requirements but is not currently employed.
- **Standard Professional Certificate (SPC I and SPC II):** Valid for 5 years; issued to an applicant who meets all certification requirements and is employed by a Maryland local school system or an accredited nonpublic school.
- **Advanced Professional Certificate (APC):** Valid for 5 years; issued to an applicant who submits verification of 3 years of full-time professional school related experience **and** a master's degree, **or** a minimum of 36 semester hours of post-baccalaureate course work which must include at least 21 semester hours of graduate credit, **or** obtained National Board Certification and earned a minimum of 12 semester hours of approved graduate credit after the conferral of the bachelor's or higher degree.
- **Resident Teacher Certificate (RTC):** Valid for two years; issued to an applicant who has been selected by a local school system to participate in a specialized program.

Certificates are issued with either a January or July date. Maryland does not issue a permanent certificate.

## HOW CAN I QUALIFY FOR A MARYLAND CERTIFICATE?

### Options

- Complete an approved educator preparation program at a regionally accredited institution.
- Submit a copy of a valid professional certificate from an Interstate Contract member state and official verification of 3 years of satisfactory full-time experience in the certification area within the past 7 years. Individuals prepared in countries other than the U.S. must present valid professional certification from that country and official verification of 3 years of satisfactory full-time experience in the certification area within the past 7 years. Demonstrated proficiency in oral and written English is also required.
- Complete requirements outlined in the certification regulations (transcript analysis).
- Complete a Maryland Resident Teacher Certificate [program](#).

### Testing Requirements

All beginning teachers in all content areas must take *Praxis I*, *SAT*, *GRE*, or *ACT*.

You may obtain information regarding test sites and registration procedures from Educational Testing Service (ETS), PO Box 6051, Princeton, NJ 08541-6051, (609) 771-7395, or [www.ets.org/praxis](http://www.ets.org/praxis).

### Acceptable Credit

Post-baccalaureate course work taken or taught at a regionally accredited college/university or through Department approved Continuing Professional Development (CPD) credits related to a school assignment, and earned within 5 years immediately preceding the date on which the certificate is issued, and earned in reading courses if the teacher has not yet completed them.

## HOW DO I APPLY FOR A MARYLAND CERTIFICATE?

### MD Approved Program Graduates

- Complete the online application or send a cover letter including name, address, social security number, telephone number, birth date, personal email address, dates of student teaching/internship, subjects or grade level(s) taught, and the subject area(s) for which you are requesting certification.
- Submit qualifying scores for the required teacher [certification tests](#).
- Send test scores to MSDE in one of the following ways:
  - Notation on an official college transcript;
  - Copy of examinee's score report; or
  - Verification from a state department of education.
- Include **official** transcripts reflecting the bachelor's or higher degree, program approval statement, and date of conferral of degree. Student copies of transcripts are acceptable if submitted in an unopened mailer. Photocopies and electronic copies are not acceptable.

### Out-of-State Program Graduates

- Complete the online application or send a cover letter including name, address, social security number, birth date, telephone number, personal email address, and the subject area(s) for which you are requesting certification.
- If you do not hold a professional certificate from a state other than Maryland, submit qualifying scores for the Maryland required teacher [certification tests](#).

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- Send test scores to MSDE in one of the following ways:

## MISCELLANEOUS INFORMATION

### Fees

A processing fee (money order, cashier's check, certified check, or credit card) is required for the initial issuance of the certificate and for each certificate renewal thereafter.

### Grade Criteria and Credit System

A grade of "C" or better is needed to fulfill requirements when applying for a certificate under the transcript analysis option. Grades of "P" must have verification from the college/university that the grade is equivalent to a "C" or better. Course work requirements are based on the semester system; therefore, any course work earned through the quarter system will be converted by multiplying the quarter hours by 2/3.

### Experience Requirement

Any experience requirement for certification can be satisfied only by satisfactory professional full-time teaching experience. Long-term substitute experience (minimum of 3 months in the same assignment to total one school year) in the same assignment may be applied, if appropriate, for the subject and age/grade level of the certification area for a transcript analysis evaluation.

### Suspension and Revocation

Certificates may be denied, suspended, or revoked for specific reasons.

### Information on Educator Positions

Local school systems advertise position openings on their respective [websites](#).

## HOW DO I OBTAIN ADDITIONAL INFORMATION?

Certification Branch Website: <http://www.mdcert.org/>

### Telephone Information

The Certification Assistance Line is open Tuesday and Thursday from 8:30 am to 11:30 am and 1:00 pm to 4:00 pm except for State holidays. Due to the high volume of inquiries, your call will be answered as quickly as possible. We appreciate your understanding.

Certification Assistance Line: (410) 767-0412  
Toll-free: (866) 772-8922  
TTY/TDD: (410) 333-6442

The contents of this brochure are subject to change.

Dr. Charlene Dukes, President  
Maryland State Board of Education

Dr. Lillian Lowery  
State Superintendent of Schools

Martin O'Malley  
Governor

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